

# CNS Leadership Development Series

## Details

Series of 10 Leadership Courses  
Designed for 1<sup>st</sup> level Manager, Supervisor or Leader  
1 Hour Monthly Webcast  
Last Thursday of each month  
8:30 or 10:30 am  
Class Summary for easy reference with each Webcast  
The individual fee for the series is \$799

## 10 Course Webcast Topics

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### **GROW TO GREAT, DEVELOPING A LEADERSHIP MINDSET**

#### **Webcast #1**

- Welcome, Getting to Know You
- Lessons I learned along the way
- Developing a Leadership Mindset “Me to We”
- See-Do-Get Cycle
- Getting to know your team
- Building human connections with peers and team
- Leadership assessment and plan
- Session Wrap-up “Take Five”

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### **COMMUNICATION, FOUNDATION OF LEADERSHIP**

#### **Webcast #2**

- Ways in which we communicate
- Different communication styles
- What is my communication style
- Active Listening
- Essential communication skills
- Techniques to improve your communication
- Wrap-up, “Take Five”

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## ORGANIZATIONAL CULTURE AND TEAM MEMBER ENGAGEMENT

### Webcast # 3

- What is culture?
  - Components of culture
  - Types of culture
  - Assessing your culture
  - Establishing desired culture and measurements
  - Culture Impacts
  - Culture “The Secret Sauce”
  - Session Wrap-up “Take Five”
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## BUILDING AND LEADING SUCCESSFUL TEAMS

### Webcast #4

5 Dysfunctions of a Team – Where is your team today on the pyramid?

- Absence of Trust
  - Fear of Conflict
  - Lack of Commitment
  - Avoidance of Accountability
  - Inattention to Results
  - Assistance with team assessment and plan building
  - Session Wrap-up “Take Five”
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## HOW TO MANAGE YOUR TIME AND STAY ORGANIZED

### Webcast #5

- Introduction to Time Management
- Setting Goals & Priorities
- Time Planning and Scheduling
- Overcoming Procrastination
- Managing Distractions and Interruptions
- Time Management for Collaboration and Delegation
- Review, Reflect and Continuous Improvement
- Session Wrap-up “Take Five”

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## FOSTERING STRONG INTERPERSONAL SKILLS

### Webcast #6

- Emotional Intelligence and AI
- Approachable
- Culture of Trust
- Value Diversity
- Networking- why it counts
- Make Time to Connect
- Session Wrap-up “Take Five”

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## PERFORMANCE MANAGEMENT

### Webcast #7

- Writing Performance Reviews
- Team Member Development
  - How to conduct career conversations
  - How to give feedback
  - How to give praise
  - Tough Conversations
- Coaching
  - How to manage poor performance
- Mentorships
- Creating a Culture of On-Going Feedback
- Session Wrap-up “Take Five”

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## INTEGRATING ARTIFICIAL INTELLIGENCE INTO YOUR WORK

### Webcast #8

- Key Areas for Integration
- Selecting the Right AI Tools
- Providing Training and Support
- Productivity Tools
- Ethical Uses for AI
- Providing Training and Support

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## GOALS & OBJECTIVES SETTING 2027

### Webcast #9

- Mission, Vision, Values, Strategic Objectives
  - Difference between Goals and Objectives
  - SMART Goals
  - Practice Goals and Objective Writing
  - Get a start on Goals and Objectives for 2027
  - Session Wrap-up, “Take Five”
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## SUCCESSION PLANNING - FINAL SESSION

### Webcast #10

- Components of Succession Planning
  - Generations at Work
  - Getting Started, Tools & Frameworks
  - Access and Develop Internal Talent
  - Development Approaches
  - Session Wrap-up, “Take Five”
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